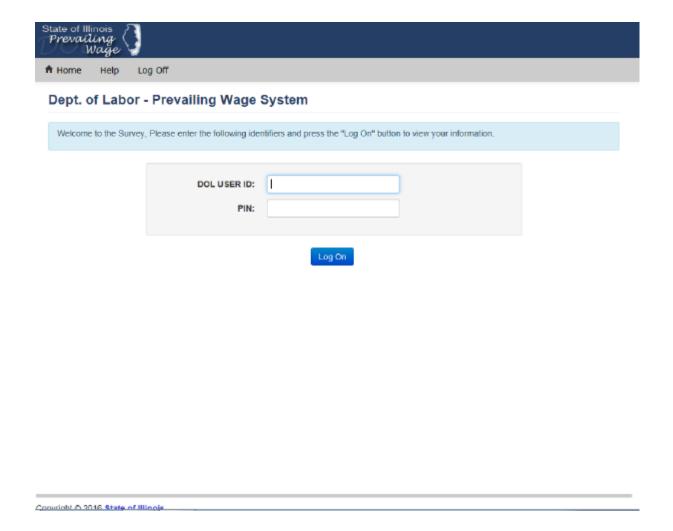
SCREEN ONE - DOL Survey Login for Unions

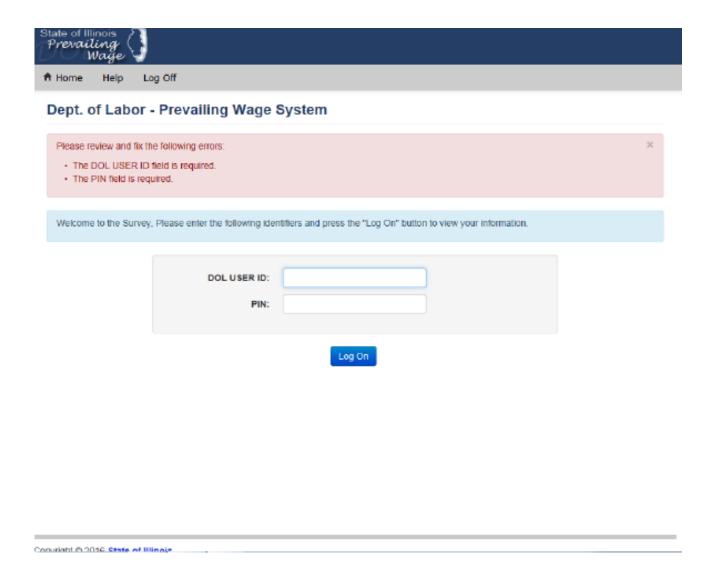
On Screen One, please enter the DOL User ID (starts with UN) and PIN that was included in the email and/or mailed letter with the survey link and press <Log On> button.

This DOL User ID and PIN are unique to the individual Union named in the email/letter.



IF THERE IS AN ERROR

Throughout the site, the system will let you know if there are data entry errors, presented at the top of the screen in a red box. Here is an example of how that would appear.



SCREEN TWO – Union Information Confirmation

Please enter the information requested:

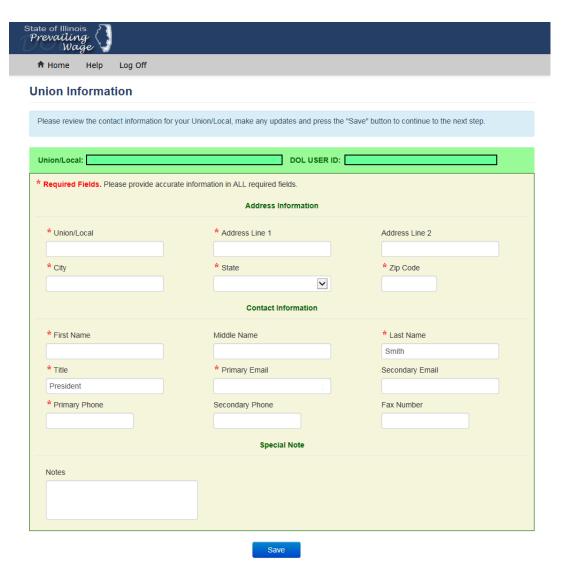
<u>Union and Local Number:</u> Enter the complete name and local number of the union for which this form is being submitted

<u>Address:</u> Enter the complete mailing address for the union's main place of business, along with city, state, and ZIP code.

<u>Contact Info:</u> Enter the name, title, and contact information of the person to whom any inquiries about this form should be directed.

After you enter the required information, press <Save>.

Once you have pressed the **<Save>** button, the system will update the information and you will be presented with the Union Trade List screen.

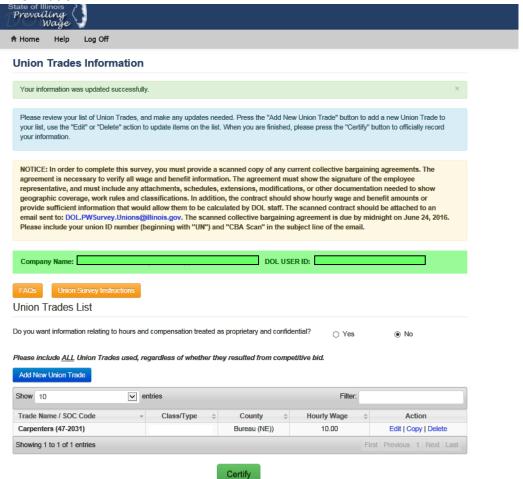


SCREEN THREE – Union Trades Information (Wages and Benefits by Trade and County)

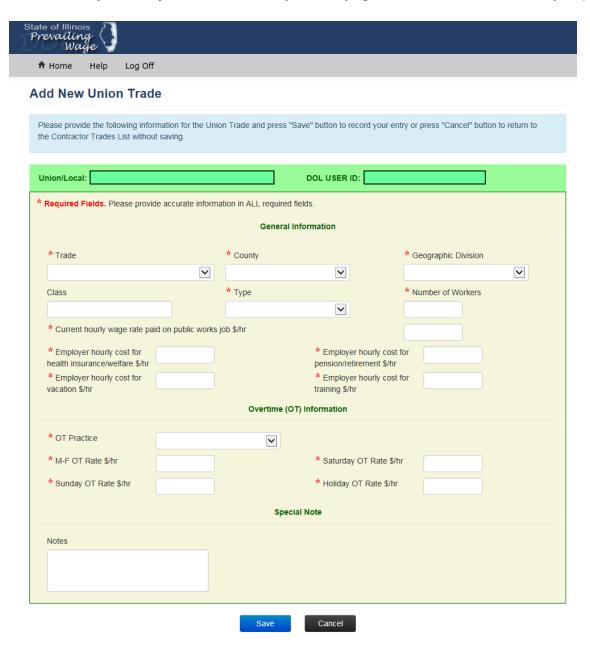
This screen will list all of the trade lists that your contracting company has in the DOL Survey System. The first time you participate in the survey, the list will be blank, but it will update each time you add a trade entry for each county where you perform work.

<u>Confidentiality:</u> Click **<YES>** button if any information you are submitting is a trade secret or commercial or financial information that is considered proprietary, privileged or confidential, and if disclosure of the information would cause competitive harm.

- If you are using any trades, please click the **<Add New Union Trade>** button, and you can start entering Wage and Benefit information by Trade and County.
- You can Edit the information for a trade by selecting **<Edit>** in the Action column of the row. Then, you will be transferred to the Trade Edit Screen.
- You can Delete an entry by selecting **<Delete>** in the action column of the row. Then you will be presented with a POP UP Box to confirm, which is required before you actually delete.
- You can add an additional entry by pressing the **<Add New Union Trade>** button. You will be transferred to the Create New Trade Entry screen.
- If you are <u>repeating the same trade but in a different county and/or geographical division</u>, hit the **<Copy>** and the previously entered trade information will show up for you to edit the county and/or any wage/benefit information. After making edits, hit **<SAVE>** to record your changes to this same trade but in a different county and/or geographic division.
- When you are done inserting entries for all trades, classes, and geographical divisions, press the **<Certify>** button to officially record your responses. This will cause a Pop Up Box to appear asking you to certify the information.



SCREEN FOUR – Entering Wage and Benefit information by Trade and County (For more data field clarifications and examples, see page 9; SOC Code and Titles on p.10)

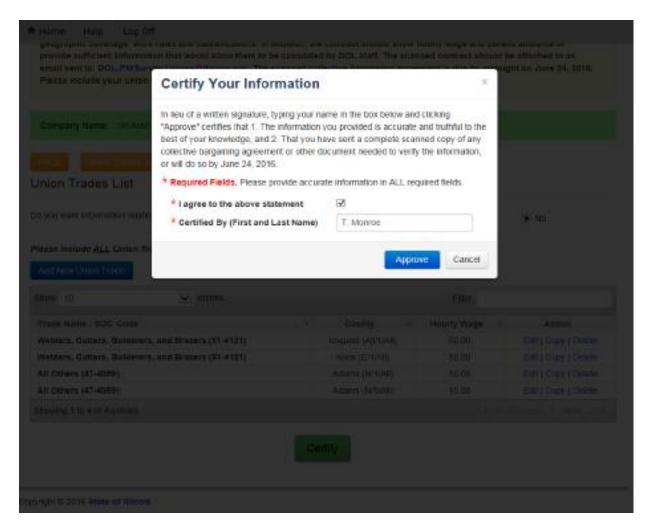


- **Trade:** From drop-down menu, select a trade in which workers represented by the union local were engaged on public works projects during calendar year 2015 from the drop-down menu. If the trade is not listed, please select "other" and describe in the notes. (See list of SOC Code and SOC Titles on p. 10.)
- **County:** From drop-down menu, select a county in which the union local has established wage and benefit rates that apply to public works projects. If the union local has established wage rates in more than one county, it should make separate entries for each county.
- **Geographic Division:** From drop-down menu, if there are geographical subdivisions within a county, please select the part of the county for which the union local is setting rates, and enter the appropriate directional indicator. Boundaries within counties should be described in the notes section. If the same local has set separate rates for different parts of a county, it should enter both sections separately. However, the local should not include rates for any area that is not covered by a collective bargaining agreement that it is a party to. (See p.9 for examples.)

- Class and Type: If the collective bargaining agreement distinguishes between different classes of work within a trade, based on such things as equipment used, working conditions, or type of structure worked on, please enter class and type identifiers as necessary. You should fill out a separate entry for every combination of trade, class, and type in a county or subdivision of a county. Criteria defining the worker classification should be provided in the notes. (See p. 9.)
- **Number of Workers:** Enter the number of union members who performed this sort of work on public works projects in this county (or section of the county, if applicable) during calendar year 2015.
- Hourly Wage Paid on Public Works: Enter the hourly base wage applicable on public works projects effective June 1, 2016 for the trade, county, geographical area, class, and type.
- Overtime Practice: From the drop-down menu, choose the option that most closely resembles the rule governing overtime for these workers. The options are: after 8 hours in a day, or after 40 hours in a week. Substantial differences from these rules (such as allowing longer shifts to make up for time lost due to weather) should be described in the notes.
- Overtime, Weekend, and Holiday Pay Rates: Enter the hourly wage rates applicable effective June 1, 2016 for overtime hours worked during the regular work week (Monday through Friday) as well as wage rates applicable on Saturdays, on Sundays, and on major Holidays.
- Benefit Rates: Enter the annualized hourly value for the employer's contribution for the following benefits: Health/Welfare, Pension/Retirement, Vacation, and Training effective June 1, 2016. If benefits are paid on some basis other than hourly, the employer's contribution should be calculated on an annual basis, then divide by 2,000 hours to establish an annualized hourly value. The 2,000 hours may be adjusted as appropriate for seasonal work.
- <u>COLLECTIVE BARGAINING AGREEMENTS</u>: As proof of the union's status as a representative of workers in the trade, and of wage and benefit rates, please scan a copy of the current collective bargaining agreement and email the file to DOL.PWSurvey.Unions@illinois.gov. The contract should be complete, and include any attachments or other documents needed to demonstrate coverage, classifications of workers, and wage and benefit rates.
- **Notes:** Enter any additional explanation called for in the instructions above, or that would assist the Department of Labor in making an accurate assessment of prevailing wage rates.
- When you are done entering all required fields (*), hit **<SAVE>**. You will be returned to the Union Trades List (Wages and Benefits by Trade and County). If you hit **<CANCEL>**, no data entered will be recorded.

SCREEN FIVE – Certification Page

When you press the **<Certify>** button, you will be presented with a Pop Up Box asking you to certify the information you provided, you would click the check box and type in your First name and Last name. Then you click **<Approve>** to finalize. The system will log you out and sends you to a thank you page.



SCREEN SIX – Confirmation Message

When you have finished the survey and certified your answers, this is the final confirmation page you will see.

Remember Unions have until **5PM on Friday, June 24, 2016**, to submit wage and benefit information in the Prevailing Wage Survey.



Confirmation

NOTICE: In order to complete this survey, you must provide a scanned copy of any current collective bargaining agreements. The agreement is necessary to verify all wage and benefit information. The agreement must show the signature of the employee representative, and must include any attachments, schedules, extensions, modifications, or other documentation needed to show geographic coverage, work rules and classifications. In addition, the contract should show hourly wage and benefit amounts or provide sufficient information that would allow them to be calculated by DOL staff. The scanned contract should be attached to an email sent to: DOL_PWSurvey.Unions@illinois.gov. The scanned collective bargaining agreement is due by midnight on June 24, 2016. Please include your union ID number (beginning with "UN") and "CBA Scan" in the subject line of the email.

Your information has been certified and officially recorded. Thank you for your cooperation.

We recommend that you close all browsers at this time.

Log Off

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Clarification and Examples of Data Fields for Wage and Benefit entry screen by Trade and County:

Geographic Division: If there are geographical subdivisions within a county, please select the part of the county for which the union local is setting rates, and enter the appropriate directional indicator. Boundaries within counties should be described in the notes section. If the same local has set separate rates for different parts of a county, it should enter both sections separately. However, the local should not include rates for any area that is not covered by a collective bargaining agreement that it is a party to.

EXAMPLE: Amalgamated Lathers Local 711 represents all Lathers in New Jersey County, but has collective bargaining agreements establishing two wage rates, depending on whether the work is performed east or west of Thunder Road. Local 711 should enter "New Jersey" as the County and "East" as the Geographic Division, then enter the appropriate wage and benefit information. Then it should do the same for the western portion of Jersey County. In both cases the local should include an explanation that Thunder Road is the dividing line in the notes.

EXAMPLE: Local 711 also represents Lathers in the Southern portion of Oz County, with Yellow Brick Road serving as the dividing line. Lathers working in Oz County North of Yellow Brick Road are represented by Local 666. Local 711 should enter information for the Southern Portion of Oz County, and note that Yellow Brick Road is the dividing line. Local 711 should not enter information for the Northern portion of Oz County.

Class and Type: If the collective bargaining agreement distinguishes between different classes of work within a trade, based on such things as equipment used, working conditions, or type of structure worked on, please enter class and type identifiers as necessary. You should fill out a separate entry for every combination of trade, class, and type in a county or subdivision of a county. Criteria defining the worker classification should be provided in the notes.

EXAMPLE: The Amalgamated Lathers has three different classes of Lather depending on the type of lathering equipment used, and also has separate rates for lathering work done on buildings and on highway projects. The local will need to create six different entries for each county or portion of a county covered by its collective bargaining agreements.

SOC Code-SOC Title SOC Definition 47-2011-Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate **Boilermakers** sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines. 47-2021-Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta Brickmasons and block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. Blockmasons Excludes "Stonemasons" (47-2022). Installers of mortarless segmental concrete masonry wall units are classified in "Landscaping and Groundskeeping Workers" (37-3011). 47-2022-Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors. Stonemasons 47-2031- Carpenters Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials. Excludes "Floor Layers, 47-2041- Carpet Installers Except Carpet, Wood, and Hard Tiles" (47-2042). 47-2042- Floor Apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors. Layers, Except Carpet, Wood, and Hard Tiles 47-2043- Floor Scrape and sand wooden floors to smooth surfaces using floor scraper and floor sanding machine, and apply coats of finish. Sanders and **Finishers** 47-2044- Tile and Apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks. Marble Setters 47-2051- Cement Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and Masons and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. Installers of mortarless segmental concrete masonry wall units are classified in "Landscaping and Groundskeeping Workers" (37-3011). **Concrete Finishers** 47-2053- Terrazzo Apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and Workers and decorative surfaces. **Finishers** 47-2061-Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, Construction earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, Laborers erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. Construction laborers who primarily assist a particular craft worker are classified under "Helpers, Construction Trades" (47-3010). Excludes "Hazardous Materials Removal Workers" (47-4041). 47-2071- Paving, Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways Surfacing, and and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators. **Tamping Equipment** Operators 47-2072- Pile-Driver Operate pile drivers mounted on skids, barges, crawler treads, or locomotive cranes to drive pilings for retaining walls, Operators bulkheads, and foundations of structures, such as buildings, bridges, and piers. 47-2073- Operating Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, **Engineers and Other** pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour Construction concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Excludes Equipment "Crane and Tower Operators" (53-7021) and "Extraction Workers" (47-5000). Operators 53-7021- Crane and Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in **Tower Operators** many directions. Excludes "Excavating and Loading Machine and Dragline Operators" (53-7032).

47-2081- Drywall and Ceiling Tile Installers	Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material. Excludes "Carpet Installers" (47-2041), "Carpenters" (47-2031), and "Tile and Marble Setters" (47-2044).
47-2082- Tapers	Seal joints between plasterboard or other wallboard to prepare wall surface for painting or papering.
47-2111- Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers" (49-2098).
47-2111a - Communications/ Electronic Systems Technician	Installation, service and maintenance of low-voltage systems used for the transmission and/or transference of voice, sound, vision, or digital signals for communications or security.
47-2111b – Electric Power Lineman	Construction, maintenance and dismantling of overhead and underground electric power lines, including high voltage electrical lines and associated structures and equipment.
47-2111c – Electric Power Equipment Operator	Operation of all equipment from the ground to assist the Electric Power Linemen in performing their duties.
47-2111d – Electric Power Groundman	Workers who assist the Electric Power Lineman from the ground.
47-2121- Glaziers	Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.
47-2131- Insulation Workers, Floor, Ceiling, and Wall	Line and cover structures with insulating materials. May work with batt, roll, or blown insulation materials.
47-2132- Insulation Workers, Mechanical	Apply insulating materials to pipes or ductwork, or other mechanical systems in order to help control and maintain temperature.
47-2141- Painters, Construction and Maintenance	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Excludes "Paperhangers" (47-2142).
47-2142- Paperhangers	Cover interior walls or ceilings of rooms with decorative wallpaper or fabric, or attach advertising posters on surfaces such as walls and billboards. May remove old materials or prepare surfaces to be papered.
47-2151- Pipelayers	Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints. Excludes "Welders, Cutters, Solderers, and Brazers" (51-4121).
51-4121- Welders, Cutters, Solderers, and Brazers	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
47-2152- Plumbers, Pipefitters, and Steamfitters	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.
47-2161- Plasterers and Stucco Masons	Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster.
47-2171- Reinforcing Iron and Rebar Workers	Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Use a variety of fasteners, rodbending machines, blowtorches, and hand tools. Includes rod busters.
47-2181- Roofers	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

47-2211- Sheet Metal Workers	Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.
47-2221- Structural Iron and Steel Workers	Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. Excludes "Reinforcing Iron and Rebar Workers" (47-2171).
47-4021- Elevator Installers and Repairers	Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters.
47-4031- Fence Erectors	Erect and repair fences and fence gates, using hand and power tools.
47-4041- Hazardous Materials Removal Workers	Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.
47-4051- Highway Maintenance Workers	Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway. Excludes "Tree Trimmers and Pruners" (37-3013).
47-4051b – Oil and Chip	Operate equipment used to spread oil and gravel for the maintenance of roads
47-4051c - TRAFFIC SAFETY-ROAD PAINTERS	Install markings such as lane dividers on roads
47-4091- Segmental Pavers	Lay out, cut, and place segmental paving units. Includes installers of bedding and restraining materials for the paving units.
47-4099- Construction and Related Workers, All Other	All construction and related workers not listed separately.
53-3032- Heavy and Tractor-Trailer Truck	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

Drivers